

# Idaho Workforce Development Council

## *Orientation Manual*



*March 2014*



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*The Office of the Governor*

**THE OFFICE OF THE GOVERNOR  
EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE**

**EXECUTIVE ORDER NO. 2012-04**

**ESTABLISHING THE WORKFORCE DEVELOPMENT COUNCIL FOR PLANNING  
AND OVERSIGHT OF THE STATE'S WORKFORCE DEVELOPMENT SYSTEM  
REPEALING AND REPLACING EXECUTIVE ORDER 2010-02**

*WHEREAS, the economic future of Idaho and the prosperity of its residents depends upon the ability of businesses in Idaho to compete in the world economy; and*

*WHEREAS, a well-educated and highly skilled workforce provides businesses in Idaho with a competitive edge critical for their success; and*

*WHEREAS Idaho is committed to preparing its current and future workforce with the skills necessary for the 21st century; and*

*WHEREAS, empowering business, labor and community leaders to take a more active and strategic role in crafting the state's economic and workforce development policy will enhance the quality and responsiveness of these programs; and*

*WHEREAS, a comprehensive workforce development strategy for Idaho will improve planning and oversight functions; improve the effectiveness, quality and coordination of services designed to maintain a highly skilled workforce; and help provide for the most efficient use of federal, state and local workforce development resources;*

*NOW, THEREFORE, I, C.L. "Butch" Otter, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state, do hereby order that:*

- 1. The Idaho Workforce Development Council (the "Council") is established in accordance with section 111(e) and 117(c)(2)(A) of the Workforce Investment Act (WIA) of 1998, as amended.*

2. *The Council shall consist of not more than 33 members appointed by the Governor, consistent with federal nomination and composition requirements set forth in section 702 of the Job Training Partnership Act as amended. The Council's membership, shall be as follows:*
  - a. *Representatives of business and industry shall comprise at least 40% of the members;*
  - b. *At least 15% of the members shall be representatives of local public education, postsecondary institutions, and secondary or postsecondary vocational educational institutions;*
  - c. *At least 15% of the members shall be representatives of organized labor based on nominations from recognized state labor federations;*
  - d. *Representatives from the Department of Commerce, Department of Labor, the Department of Health and Welfare, the State Board of Education, the Commission on Aging, the Office of Energy Resources, the Idaho Education Network, and the Superintendent of Public Instruction; and*
  - e. *A representative of a community-based organization.*
3. *The Council will be responsible for advising the Governor and the State Board of Education, as appropriate and at regular intervals, on the following:*
  - a. *Development of a statewide strategy for workforce development programs which encompasses all workforce programs;*
  - b. *Development of the WIA State plan;*
  - c. *Development and continuous improvement of services offered under the statewide workforce investment system;*
  - d. *Development of comments at least once annually on the Carl D. Perkins Vocational and applied Technology Education Act;*
  - e. *Development and continuous improvement of comprehensive State performance measures;*
  - f. *Preparation of the annual report to the United States Secretary of Labor as required under section 136 of the WIA;*
  - g. *Development of a statewide employment statistic program;*
  - h. *Development of a plan for comprehensive labor market information; and*
  - i. *Development of applications for an incentive grant under section 503 of the WIA.*
4. *The Council shall also be responsible for:*
  - a. *Approval and oversight of the expenditures from the Employment Security Reserve Fund as set forth in Section 72-1347A, Idaho Code;*
  - b. *Development and oversight of procedures, criteria and performance measures for the Workforce Development Training fund established under Section 72-1347B, Idaho Code; and*
  - c. *Such other duties as assigned by the Governor.*
5. *The Council may empanel subcommittees, appointed by the chair. Subcommittee members may include individuals from the general public who have special knowledge and qualifications to be of assistance to the Council.*
6. *The Governor shall name the chair and vice-chair from among the private sector members of the Council.*

7. *The Council shall be jointly staffed by a management team of directors or administrators of state agencies that administer workforce development programs, as designated by the Governor. Funding for the council shall be provided by the agencies staffing the council, which shall agree upon appropriate ratios for the allocation of administrative funding. The Idaho Department of Labor shall have responsibility for providing secretarial and logistical support to the Council.*
8. *The Council's members shall serve at the pleasure of the Governor, and appointments shall be for three-year terms.*



*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 20th day of July in the year of our Lord two thousand and twelve and of the Independence of the United States of America the two hundred thirty-seventh and of the Statehood of Idaho the one hundred twenty-third.*

A handwritten signature in blue ink, reading "C.L. 'Butch' Otter".

C.L. "BUTCH" OTTER  
GOVERNOR

A handwritten signature in black ink, reading "Ben Ysursa".

BEN YSURSA  
SECRETARY OF STATE

## **A. Introduction to Idaho's Workforce Development System**

Since its inception in 1996, the Workforce Development Council has provided strategic leadership and oversight of Idaho's workforce development system. The Council's role in preparing a skilled and well-educated workforce directly shapes Idaho's economic future.

The role of the Council is to advise the Governor, the State Board of Education, legislators and other policymakers on the efficiency and effectiveness of the governmental services that contribute to workforce development, set broad policy for the workforce development system, and make recommendations to the State Board of Education on workforce preparation issues related to all levels of public education.

### **History**

Governor Batt created the Workforce Development Council by executive order in 1996, consolidating four existing advisory bodies that dealt with workforce development issues. Governor Kempthorne issued a similar executive order in 2000, which extended the Council through his administration.

In 2005, Governor Kempthorne consolidated six former workforce investment areas into two—the Balance of State and a special area in East Central Idaho. The Governor and the elected officials in the special area, represented by The Development Company or East-Central Idaho Planning and Development Association, have agreed to use the Workforce Development Council as the sole workforce investment board in the state to oversee a statewide regional planning area.

Governor Otter continued in this vein by implementing a streamlined board of 33 members. Membership of the Council consists of private sector representatives, all levels of public education, organized labor federations, state agencies, and community-based organizations.

### **Responsibilities**

The Council's responsibilities include development and oversight of the state's workforce development infrastructure, including the design and oversight of the Workforce Investment Act program.

Council responsibilities are of two general types: operational – ongoing oversight functions of existing, but separate components of the workforce development system; and strategic – those related to policy development regarding the design and operation of a workforce development system that synthesizes these components into one statewide system that aligns the various components of the system.



## **Workforce Development System**

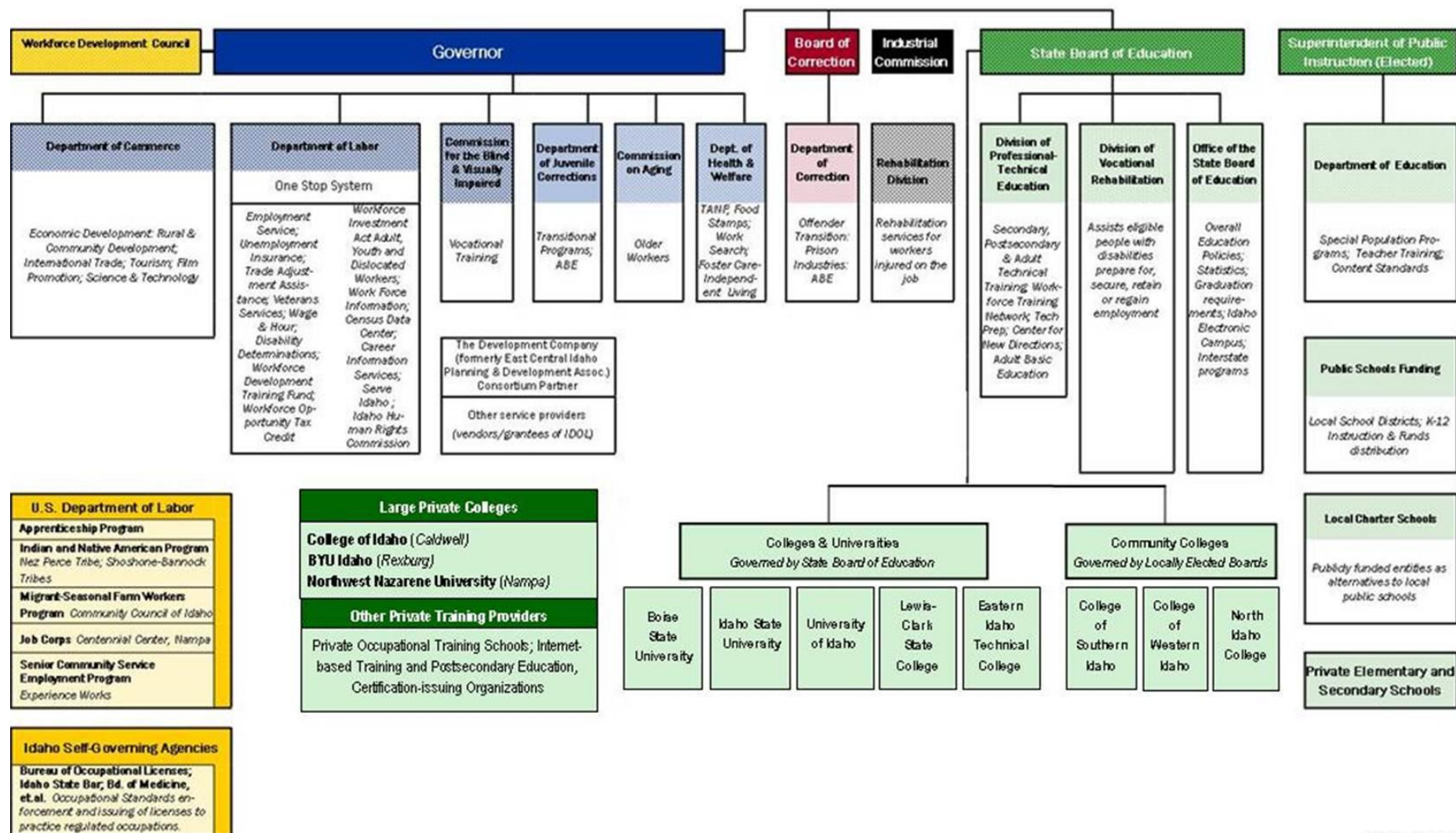
Idaho's workforce development system integrates education, economic development, employment and training efforts to provide cost-effective, market-driven services to customers. The system also assures ease of access to information and services for employers seeking qualified employees and for workers seeking employment or additional skills to maintain their present jobs or to make a transition between jobs.

The cornerstone of the workforce investment system is the "One Stop" service delivery concept, a system in which entities responsible for administering separate workforce investment, educational and other human resource programs and funding streams (referred to as One Stop Partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.

The partner programs that participate in Idaho's workforce development system are listed in the following organizational chart and described in Part C of this section.

## B. ORGANIZATIONAL CHART

### The Idaho Work Force Development System Primary Agencies and Programs



Revised 7.2.12

## C. WORKFORCE DEVELOPMENT PROGRAMS IN IDAHO

### A. IDAHO DEPARTMENT OF LABOR (IDOL)

1. **Wagner-Peyser Act** – The basic purpose of these block grant funds is to improve the functioning of the nation’s labor markets by bringing together individuals who are seeking employment and employers who are seeking workers. In addition to these labor exchange functions, IDOL provides job search skill training workshops, assessment, aptitude, interest and proficiency tests, job counseling, job development, and labor market information to both employers and job seekers. Dedicated funding also directs services to veterans and migrant and seasonal farm workers. Specialized services that promote employment and training for veterans include the Local Veterans Employment Representative (LVER) and the Disabled Veteran Outreach Program (DVOP).

IDOL is increasingly focused on services to business through customized recruitment, business resource centers, specialized workshops on business-identified topics, and business response teams for intensive services to selected businesses. The newest initiative that involves programs within the department and across the agencies is termed a sector strategy which relies on identifying critical high growth or emerging industries to address their workforce needs.

2. **Unemployment Insurance (UI)** – This program provides administrative funds to IDOL to support services and weekly benefits for eligible workers who are unemployed through no fault of their own and who are actively seeking work.
3. **Trade Adjustment Assistance (TAA)** – Benefits may be available for workers who are unemployed due to imports under the Trade Adjustment Assistance (TAA). TAA funds may also be used to support client retraining, relocation and other job search assistance.
4. **Administrative Tax Funds** – These funds are generated from interest from the UI Reserve Fund. The funds are used to augment federal appropriations for the administration of Unemployment Insurance, Employment Service programs and other specific objectives as approved by the Workforce Development Council.
5. **Workforce Development Training Fund (WDTF)** – The WDTF was established to attract new businesses to the state and to help existing Idaho companies grow. To meet this objective the WDTF provides resources for employers to train new employees and/or provide skills upgrade training for current employees who are at risk of being permanently laid off. To qualify, a company must produce a product or service that is mainly sold outside the region where the business is located and provide at least a \$12 an hour wage with employer assisted medical benefits.

6. **Workforce Investment Act (WIA)** - This federal job training program creates a workforce investment system that is customer-focused and designed to help Americans access the tools they need to manage their careers through information and high quality services and to help U.S. companies find skilled workers. This legislation authorizes state workforce boards and establishes the “One Stop” system.

Among the key principles embodied in this legislation are those of streamlining services, universal access to services, empowering individuals, increased accountability, state and local flexibility, and improved youth programs.

Employment and training services are provided to three distinct population groups (adults, youth, and dislocated workers) in accordance with individual service strategies that correspond to needs identified for that individual through an assessment process. The summer youth program was a new addition made possible through stimulus funding.

7. **Idaho Disability Determinations Service (IDDS)** – This office assists the Social Security Administration in processing disability claims. Its function is to make determinations about whether individuals applying for Social Security disability benefits meet the criteria for medical severity to ensure a fair and timely consideration for those individuals determined to be eligible.
8. **Labor Market Information** – The Department provides a range of information related to the economy including business and workforce information and forecasts, unemployment insurance statistics, general economic updates on a state and regional level. The Department also provides specialized services such as the studies on the aging workforce, an intensive study of nursing workforce supply and demand, and specialized wage studies.
9. **Career Information System (CIS)** - CIS provides career and educational planning solutions for people in Idaho. It is the only comprehensive source of career information available about Idaho and the nation, gathering information and data from hundreds of sources so its users can explore career opportunities, find educational programs and the schools that offer them, and make successful career decisions and educational plans.
10. **Serve Idaho** – This is one of the newest additions to the Department’s menu of services bringing the services of AmeriCorps to the mix. Serve Idaho, the Governor’s Commission on Volunteerism, oversees programs and grants that offer volunteer opportunities statewide and encourage civic engagement and citizen engagement.
11. **Idaho Human Rights Commission** – On July 1, 2010 the Idaho Human Rights Commission became part of the Idaho Department of Labor. The Commission’s purpose is to help protect Idahoans from illegal discrimination based on race, color, religion, national origin, sex, age (40 and over) and disabilities as established by Idaho law. The Commission also handles complaints under federal law deferred to them by the Equal Employment Opportunity Commission (EEOC).

## **B. IDAHO DEPARTMENT OF COMMERCE**

- 1. Business Development Services** – These services help existing Idaho businesses start up, expand and find new markets; attract new businesses to Idaho; fund local economic development efforts; and develop, maintain and disseminate economic and demographic data.
- 2. The Idaho Office of Science & Technology** – This office helps entrepreneurs create new businesses and job opportunities across the industry sector; bolsters industry-related research and development activities; and brings together the state’s government, education, private sector and research resources to foster long-term growth in science and technology.
- 3. Community and Rural Development** – This program provides financial and technical assistance to Idaho’s cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion and a sense of community.
- 4. International Trade** – This activity helps Idaho’s businesses export goods and services, develop new markets, increase foreign awareness and acceptance of Idaho’s products and services, and coordinate the state's protocol efforts.
- 5. Tourism Development** – This service works to expand Idaho’s tourism and recreation industry by marketing the state’s travel opportunities at home and abroad; distributing grants to communities to promote tourism; developing, soliciting and promoting tourism events; and developing the state’s film industry.

## **C. IDAHO COMMISSION ON AGING (ICOA)**

ICOA administers the state’s Senior Community Service Employment Program (SCSEP), and provides technical assistance to the statewide WIA system regarding coordination and service to older workers. The SCSEP is a critical part of the Older Americans Act, balancing the dual goals of community service, and employment and training for low-income seniors. The program provides employment planning, skill training, work experience, and placement services.

## **D. IDAHO DIVISION OF VOCATIONAL REHABILITATION (IDVR)**

Vocational Rehabilitation’s primary goal is employment. Vocational Rehabilitation provides individualized vocational guidance and counseling, training, as well as other services to assist people with disabilities to make informed choices concerning their careers so that they can become successfully employed. Individuals are eligible if they: (1) have physical or mental impairments which constitute or result in a substantial impediment to employment and

require Vocational Rehabilitation services to prepare for, secure, retain or regain employment, and (2) can benefit in terms of an employment outcome OR SSI or SSDI recipients who intend to achieve an employment outcome.

#### **E. IDAHO COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED (ICBVI)**

ICBVI provides information and outreach regarding visual impairment and blindness and about the capabilities of individuals who are blind and visually impaired. The Commission offers basically three programs: (a) the vocational rehabilitation program enables individuals to prepare for or retain employment; (b) the independent living program's focus is to ensure that the individual remains independent in his or her home, family, and community and, (c) for individuals where a medical procedure can prevent the onset of visual impairment and blindness, the Commission has a sight restoration or prevention of blindness program.

#### **F. IDAHO DEPARTMENT OF HEALTH AND WELFARE (IDHW)**

**Temporary Assistance for Families in Idaho (TAFI)** -- IDHW provides employment-related services to adult participants in TAFI and some adults in the Food Stamp Program as a condition of the individual receiving benefits. Food Stamps - The Food Stamp Program includes the Job Search and Assistance Program (JSAP), which provides Food Stamp recipients with employment tools that they can use to become self-reliant. JSAP can help in job search and referrals, unpaid work-experience opportunities, job skills training, and education.

**The Community Action Agencies** - The Community Action Agency of Lewiston and the El-Ada Community Action Agency of Boise provide work-related programs as part of the Community Services Block Grant (CSBG). Casual labor, remediation for the homeless, unpaid work experience, and basic job readiness provide needed skills enabling more vulnerable populations to enter the workforce.

#### **G. ADULT BASIC EDUCATION (ABE)**

The statewide Adult Basic Education program offers basic skills instruction to undereducated youth and adults and is delivered through a system of regional programs hosted by six postsecondary institutions, the Department of Correction (CORR), and the Idaho Migrant Council. Most programs have a combination of structured classes and open and/or directed labs. In addition to the main centers located on the six campuses, each regional program is responsible for providing services to its rural communities. ABE is now housed with the State Division of Professional-Technical Education which reports to the Office of the State Board of Education.

#### **H. STATE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION (SDPTE)**

Technical Education is the state's primary educational system for preparing Idaho's workforce. Professional-Technical Education programs provide individuals with the technical knowledge and skills needed to prepare for employment in current or emerging fields, or to

continue their education. The scope of the Professional-Technical Education system ranges from career awareness and pre-vocational skill development at the junior high/middle school level to highly specialized, customized training for Idaho industry at the postsecondary level.

Secondary level Professional-Technical Education programs and services are provided through junior high/middle schools, comprehensive high schools, professional-technical schools, and through some cooperative programs with the technical colleges.

Postsecondary Professional-Technical Education programs and services are delivered through the state's technical college system. Additionally, they deliver adult upgrading and retraining, customized training, related instruction for apprentices, emergency services training including fire service, hazardous materials, and emergency medical services, and services through outreach centers and at industry locations.

## **I. STATE DEPARTMENT OF EDUCATION**

The Department of Education supports and promotes a 21st Century system of public education that delivers relevant life and academic skills to all Idaho students. The Superintendent of Public Instruction is the department's executive officer and oversees a staff that work in a multitude of areas, including special education and gifted and talented programs, educational technology, compensatory education, adult basic education, migrant education, proprietary schools, veterans education, accreditation, and curriculum and accountability. Locally, one hundred fourteen school districts provide educational services to Idaho's children and youth.

## **J. IDAHO DEPARTMENT OF CORRECTION**

Made up of two divisions (Operations and Support), the Idaho Department of Correction provides incarceration facilities for adult felons sentenced by the courts, presentence reports for the courts, and supervision services for probationers and parolees. The department operates a central administrative office, correctional institutions, community work centers, and probation/parole district and satellite offices. By safely managing offenders and providing them opportunities for change through education and training, the department is able to return and integrate offenders into the community so that they may become contributing members. Partnering with other community agencies helps to achieve this goal.

## **K. IDAHO DEPARTMENT OF JUVENILE CORRECTIONS**

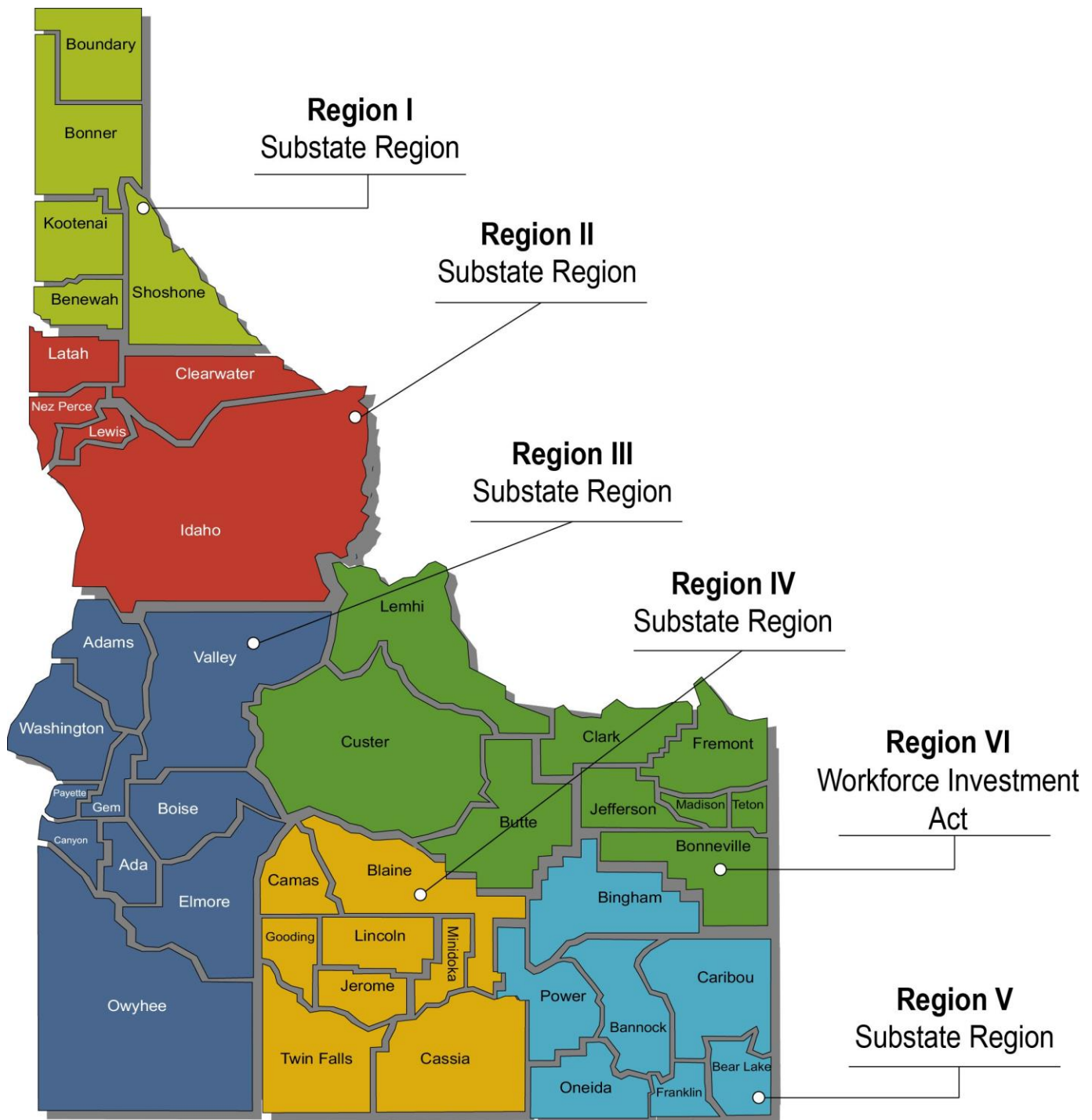
Created by the Idaho Juvenile Corrections Act, the Department of Juvenile Corrections is responsible for a system that:

- provides for the protection of communities from juvenile offenders,
- holds juvenile offenders accountable for their actions,
- provides for offenders competency development opportunities.

The workforce component of this approach, competency development, is addressed through education, training in appropriate decision making, social skills development, job skills, etc., which require juveniles to examine the thinking patterns associated with their criminal behavior and learn to change them. Programs such as ABE instruction play a vital role in helping the department address this need by offering offenders opportunities for skill acquisition that may assist them once they have fulfilled their communal obligations.



## D. WORKFORCE INVESTMENT AREAS - MAP



## E. IDAHO AMERICAN JOB CENTERS

Currently, the Idaho Department of Labor has twenty-five comprehensive American Jobs Centers located across the state. Formerly called *IdahoWorks* (One Stop) Career Centers, each American Job Center is the primary point of access at which all required partners offer core services and provide access to their other activities and programs.

Each American Jobs Center provides a full range of labor market and education services. Services of more than 17 programs have been brought together in each Center to meet the needs of workers, students and businesses. Each Center offers a variety of self-service options, a comprehensive resource center and highly trained staff knowledgeable about the many programs and services available. For those seeking employment or education, the Center provides one stop access to national, state and local job listings, career guidance, and specialized workshops designed to help individuals seeking employment or changing careers, access to education and training services and resources in the community that can assist in achieving employment goals. Businesses can obtain qualified workers, gain vital labor market information for making good business decisions, and learn about options for increasing the skills of current workers.

Although the American Job Centers are the principal point of access, all partners in the workforce system have collaborated to offer additional access to services for Idaho's students, workers and businesses and can make referrals to appropriate partners in the One Stop system. A contact to any partner in the system can lead an individual to the right set of services.

## F. LOCATIONS - IDAHO AMERICAN JOB CENTERS





# Workforce Development Council

## VISION • MISSION • GOALS

### VISION

Idaho will sustain a workforce development system that will produce an innovative and skilled workforce that allows business to thrive and provides economic opportunity to Idaho workers and their families.

### MISSION

The Workforce Development Council, understanding the unique needs of business, workers and students, will make policy recommendations to the Governor and the Board of Education and will facilitate coordination of an integrated Idaho workforce development system.

### GOALS

- GOAL 1** Create jobs that sustain Idaho workers and grow the economy
- GOAL 2** Facilitate development of an Idaho workforce that is highly skilled, committed to continuous learning and aware of opportunities available in the marketplace
- GOAL 3** Support a comprehensive education and workforce delivery system
- GOAL 4** Improve awareness of the workforce system among employers, workers, partners and policy makers and expand its use and effectiveness

## **GOAL 1      CREATE JOBS THAT SUSTAIN IDAHO WORKERS AND GROW THE ECONOMY**

### **Measure      Reduce Idaho's unemployment rate by 40 percent by 2015.**

Benchmark: February 2011 Unemployment Rate\* of 8.9 percent (2010 annual average: 8.8 percent)

*\*Idaho's official, published "Unemployment Rate" is defined as the total unemployed as a percent of the civilian labor force.*

### **Measure      Reduce Idaho's underemployment rate by 40 percent by 2015.**

Benchmark: The 2010 Underemployment Rate\* was 16.4 percent.

*\*The "Underemployment Rate" is defined as total unemployed, plus all marginally attached workers, plus total employed part time for economic reasons, as a percent of the civilian labor force.*

### **Measure      Create 40,000 jobs with at least two-thirds at \$12/hour or better wage rates with health benefits by 2015.**

Benchmark: Annual average number of jobs for 2010: 603,600

### **Measure      Attain the Governor's "Project 60" goal by 2015.**

Benchmark: \$53.5 billion in GDP for 2009

## **Strategies**

- A. Align workforce and education services to business needs and priorities by adopting a "sector strategy" approach that:
  - Targets key industries
  - Builds partnership among employers, education and workforce providers
  - Identifies and addresses training needs of business
  - Leverages public and private resources
  - Establishes expansion targets for each industry
- B. Support the creation of a longitudinal data system and other initiatives to improve workforce information for critical business decision-making within targeted industries (i.e., primary care initiative, green initiative) and selected sectors (health care, advanced manufacturing, energy and technology as it relates to renewable energy, software, agri-science and health science).
- C. Promote policies for the Workforce Development Training Fund to assist with the creation of jobs and retention of Idaho's workforce.
- D. Support adoption of incentives that encourage the hiring of new employees.
- E. Engage employers to expand work-based learning opportunities such as internships, on-the-job training, work experiences and apprenticeships to improve workplace readiness and occupational skills.
- F. Maintain a quality One-Stop Career Center system that connects employer and workers to workforce services.

- G. Encourage employers to increase hiring by promoting the Governor's "Hire One" initiative and consider opportunities for other campaigns such as a "180 Degree Turn-around Campaign" or a "Using Technology to Turn 180 Degrees" campaign that builds on Project 60, increasing the attainment of degrees and credentials for 60 percent of the workforce and reducing unemployment to 60 percent of current levels.
- H. Adopt practices such as promotion of the quality Idaho workforce to create opportunities to retain Idaho's under-employed workers.
- I. Expand opportunities for innovation and employment in emerging industries such as technology, innovation and green through the "Grow Green" sector and other initiatives.
- J. Support the efforts of the Idaho Technology Council in their development of iGEM (Idaho Global Entrepreneurial Mission) to create a more dynamic research and tech transfer infrastructure that enables the growth and success of innovation in our state by identifying and connecting resources geared toward the development, transfer and implementation of advanced technology.

## **GOAL 2      FACILITATE DEVELOPMENT OF AN IDAHO WORKFORCE THAT IS HIGHLY SKILLED, COMMITTED TO CONTINUOUS LEARNING, AND AWARE OF OPPORTUNITIES AVAILABLE IN THE MARKET-PLACE**

**Measure      Increase Idaho's "go-to-college" rate, including all postsecondary education, by 30 percent by 2018.**

Benchmark: Currently, 49 percent of Idaho's secondary students go to postsecondary education. *Source: National Center for Higher Education Management Systems*

**Measure      Reduce the need for remediation for new college entrants by 50 percent by 2020.**

Benchmarks:

- Students who have been out of high school less than 12 months who need remediation – 45% (2010-11)
- Students who have been out of high school over 12 months who need remediation – 75.7% (2010-11)
- All other students who need remediation – 54.8% (2010-11)

*Source: National Center for Higher Education Management Systems*

**Measure      Ensure that 60 percent of Idaho workers obtain a certificate, industry recognized credential, apprenticeship or degree beyond high school by 2020.**

Benchmarks:

- 2009, 30 percent of Idahoans 18 to 64 years old have an Associate's degree or more in educational attainment.
- 2009, 30 percent had "some college, no degree."

*Source: American Community Survey.*

## *Strategies*

- A. Ensure that students and adults are aware of career choices available to them:
  - 1. Make e-CIS and other career information universally available
  - 2. Provide access to trained career facilitators and counselors to assist in career decision making
  - 3. Encourage students and adults to consider careers where they are under-represented
  - 4. Expand the use of technology to train facilitators, counselors and other staff who provide guidance to students and career changers
  - 5. Expand access/awareness through career fairs, on-site or guided exploration, mentoring or other career showcase opportunities
  - 6. Utilize senior executives, trade associations and others to expand awareness of need for further learning
  - 7. Explore use of the Idaho Education Network and social media to expand awareness of careers and job opportunities
- B. Promote strategies that ensure students are college and career ready by:
  - 1. Increasing access to quality early childhood education
  - 2. Expanding access and use of technology, including the Idaho Education Network and online learning to bring a more robust range of academic and career education services to all students
  - 3. Increasing access to advanced placement, dual credits and other opportunities to encourage college attendance
  - 4. Providing a safety net to retain or return at risk students to the classroom
  - 5. Align high school graduation requirements with postsecondary entrance requirements
- C. Enhance opportunities for lifelong learning by expanding delivery options such as stackable credentials, compressed scheduling, on-line and distance learning, modularized curriculum and other alternative learning modalities.
- D. Identify and promote career pathways within occupations to enhance career options and ease transitions.
- E. Support entrepreneurial workforce expansion to spur innovation and increase employment.
- F. Expand articulation agreements to increase transitions among secondary and postsecondary programs.
- G. Increase options to integrate adult basic skills and English language training with occupational/technical training to facilitate entry of students to postsecondary education and technical training programs.
- H. Support reforms to increase skills in STEM subjects (science, technology, engineering and math) including applied academics.

- I. Encourage students and adults to obtain continuing education by providing information and supporting such efforts as the Albertson Foundation's "Go-On" campaign.
- J. Provide access to low-skilled and at-risk youth and adults, dislocated workers and others with barriers to a full range of information and supports to prepare for work that leads to economic self-sufficiency.
- K. Explore alternatives to improve employment rates for unemployment insurance claimants through initiatives such as a "work share" or other options.
- L. Encourage the use of workplace flexibility options such as job sharing, job restructuring, part-time worker pools, flex-time and telecommuting to increase employment opportunities and retain quality workers.
- M. Promote employment practices and workplace environments that encourage a culture of diversity and inclusiveness.

### **GOAL 3      SUPPORT A COMPREHENSIVE EDUCATION AND WORKFORCE DELIVERY SYSTEM**

**Measure**      **Idaho's Workforce Development System will meet or exceed program performance measures.**

**Measure**      **Establish sector partnerships for each of the targeted industries (health care, technology, energy and advanced manufacturing) by 2012.**

#### ***Strategies***

- A. Maintain a quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services and information.
- B. Enhance coordination among workforce system partners and streamline services by eliminating duplication and ineffective or unnecessary practices.
- C. Continue to expand opportunities to partner with libraries, foundations and others to increase access to information and services in all communities across the state.
- D. Provide access to information, financial aid and other supportive services that allow all workers to obtain education and training leading to employment.
- E. Coordinate a system of work supports for low-income workers to help them stay employed and move toward economic self-sufficiency (e.g. food stamps, child care, and housing) and provide safety nets to those who are in transition in the workforce.
- F. Support bridge program development for underprepared youth and adults.



- G. Support a comprehensive educational system for all students K-16+ that includes rigorous school-based learning and relevant work-based learning.
- H. Improve the effectiveness of the workforce system through the creation of an accountability system that includes:
  - 1. Implementation of common core measures in K-12 education
  - 2. Implementation of a longitudinal data system that interfaces with the workforce system to track outcomes of Idaho student achievements and program success
- I. Identify the short and long-term implications of Idaho's aging workforce, associated pipeline issues and potential solutions.
- J. Increase the civic engagement of Idahoans in volunteer activities to ameliorate the impact of budget shortfalls in education, social services and other critical areas.

#### **GOAL 4      IMPROVE AWARENESS OF THE WORKFORCE SYSTEM AMONG EMPLOYERS, WORKERS, PARTNERS AND POLICY MAKERS AND EXPAND ITS USE AND EFFECTIVENESS**

**Measure      Establish a measure of Idahoans who are aware of the resources available through the Workforce system.**  
 Benchmark: The Department of Labor is conducting a survey of Idahoans during 2013 to establish a benchmark of awareness of the workforce system.

**Measure      Increase the use of the *IdahoWorks* labor exchange system to list jobs by employers as a percentage of all new hires by 10 percent by 2015.**  
 Benchmark: During calendar year 2010 employers listed 49,319 job openings within the Idaho Works system and reported 141,108 new hires during the same calendar year. This is a 34.95 percent "penetration rate" of job openings compared to new hires, utilizing Idaho Department of Labor data.

#### ***Strategies***

- A. Conduct periodic surveys to assess access, awareness, perceptions and use of the workforce system.
- B. Review and report use rates of the workforce system.
- C. Develop and implement an outreach plan for the workforce system.
- D. Meet regularly with the Governor, State Board of Education and other policy makers to present progress reports and make recommendations for improvements.



## WORKFORCE DEVELOPMENT ORGANIZATION

### Workforce Development Council Membership

#### CHAIR

---

##### CHAIR

**Mr. TIM KOMBEREC**

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## B. Workforce Development Council Staff GOVERNOR'S LIAISON AND CHIEF OF STAFF

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## BYLAWS

### WORKFORCE DEVELOPMENT COUNCIL

#### ARTICLE I

##### NAME

The name of this body shall be the Idaho Workforce Development Council. The Council is established pursuant to Section 701 of Public Law 97-300, commonly known as the Job Training Partnership Act of 1982, as amended in 1992. This Council shall consolidate the Idaho State Council on Vocational Education, the Idaho Job Training Council, the Idaho Employment Security Advisory Council, and the Idaho School To Work Collaborative Team.

#### ARTICLE II

##### DUTIES

SECTION A. The Council will be responsible for advising the Governor and the State Board of Education, as appropriate and at regular intervals, on the following:

- 1) Development of a statewide strategy for workforce development programs which encompasses all workforce programs including school-to-work, work-to-work, welfare-to-work and economic stimulus initiatives;
- 2) Priorities for the use of any federal employment and training block grant and the employment and training related activities under any welfare reform grant as well as state appropriated workforce development funds;
- 3) Development, in collaboration with local and state stakeholders, of a substate structure for planning and oversight of the statewide workforce development system;
- 4) Streamlining of services to customers to achieve an efficient and effective, customer driven workforce system for the state;
- 5) Development of goals, standards and measures to evaluate the effectiveness and efficiency of workforce development programs; and,
- 6) Implementation of a continuous improvement process designed to ensure high quality services for Idaho's citizen and business customers;

**SECTION B. The Council shall also be responsible for:**

- 1) Effective January 1, 1997, approval and oversight of the expenditures from the Employment Security Special Administration Fund as set forth in Idaho Code, § 72-1347A;
- 2) Effective January 1, 1997, development and oversight of procedures, criteria and performance measures for the Workforce Development training fund established under Section 71-1347B, Idaho Code;
- 3) Effective December 1, 1996, oversight of all remaining funds and performance of duties of the State Council on Vocational Education as described in the Carl D. Perkins Act under P.L. 101-392, Section 112;
- 4) Such functions and responsibilities transferred to it from existing councils; and
- 5) Such other duties as the Governor assigns the Council.

**ARTICLE III**

**MEMBERSHIP**

**SECTION A. APPOINTING AUTHORITY.**

The Council shall consist of not more than 33 members appointed by the Governor, drawing upon the membership of the consolidated councils identified above. The Council's membership, shall be as follows:

- 1) Representatives of business and industry shall comprise at least 40% of the members;
- 2) At least 15% of the members shall be representatives of local public education, postsecondary institutions, and secondary or postsecondary vocational educational institutions;
- 3) At least 15% of the members shall be representatives of organized labor based on nominations from recognized state labor federations;
- 4) Representatives from the Department of Labor, the Department of Health & Welfare, the Department of Commerce, the Division of Vocational Rehabilitation, the Division of Vocational Education, the Commission on Aging and the Superintendent of Public Instruction;
- 5) Representative of a Community-Based Organization; and
- 6) Individuals from the general public who have special knowledge and qualifications with respect to special education and career development needs of hard to serve individuals.

## SECTION B. TERMS OF APPOINTMENT.

Initial appointments shall be made within all categories of membership for one-year, two-year, and three-year memberships in order to set in place a system of rotating memberships. Thereafter, all appointees shall serve fixed, three-year terms. If an appointee resigns or is removed during the term of his/her appointment, a new appointment will be made within the appropriate category of membership, and the new appointee shall complete the remainder of the term for which the original appointment was made.

A member may be reappointed at the pleasure of the Governor.

Attendance. The Council shall recommend to the Governor that a member missing two consecutive meetings, without just cause, shall be replaced.

Alternates. A member may designate an alternate to represent him/her at a Council meeting, provided that a request is submitted in writing to the Chairperson prior to the meeting. The alternate shall have full participating rights, but shall not have voting rights.

## ARTICLE IV

### OFFICERS AND THEIR DUTIES

SECTION A. The Chairperson of this body shall be a private sector member appointed by the Governor. The duties of the Chairperson shall be:

- 1) To call and preside at all meetings of the full Council;
- 2) To make committee assignments;
- 3) To appoint committee chairpersons; and
- 4) To appoint consultants to committees.

SECTION B. The Vice Chair of this body shall be a private sector member appointed by the Governor. The duties of the Vice Chair shall be:

- 1) To preside at meetings in the absence of the Chairperson; and
- 2) To assume other responsibilities, as requested by the Chair.

## ARTICLE V

### MEETINGS

SECTION A. To the extent possible, meetings of the Council shall be scheduled a year in advance by the Council Chairperson.

SECTION B. Special meetings may be held at the call of the Chairperson or by a simple majority vote of the Council members.

SECTION C. The principal meeting place of the Council shall be in the City of Boise, Idaho, except that at least one meeting each year shall take place in another selected city for the purpose of obtaining public input on workforce education and training needs throughout the state.

SECTION D. Action items to be included on any meeting's agenda shall be made available to the Chair no less than 14 days prior to the scheduled meeting.

SECTION E. The Council exists to serve the public interest. Therefore, actions of the Council and its meetings shall be conducted in accordance with Idaho Open Meeting Law, I.C. § 67-2340 - 67-2347.

SECTION F. Secretariat services for Council meetings shall be coordinated by the Idaho Department of Labor. Duties shall include:

- 1) Recording, publishing, and distributing Council minutes;
- 2) Supplying Council members with information as needed to conduct Council business;
- 3) Maintaining contact with local and regional organizations involved in workforce development activities; and
- 4) Providing and/or coordinating professional, technical and clerical staff.
- 5) Mailing official notice of meetings at least 10 days prior to scheduled meetings.

## ARTICLE VI

### QUORUM

SECTION A. A quorum of the Council shall consist of fifty percent plus one of the members of the Council. No official business shall be conducted in the absence of a quorum.

SECTION B. Each Council member is entitled to one vote.



## ARTICLE VII

### RULES

SECTION A. The conduct of the meetings shall be in accordance with the current edition of Robert's Rules of Order, Newly Revised, except where inconsistent with these bylaws.

SECTION B. Business shall be conducted by a majority vote of those present, except as otherwise provided herein.

SECTION C. Voting shall be done in a manner most appropriate to the issue. Voting may be done by teleconference in compelling and unusual circumstances, as determined by the Chairperson, and as allowed in the Idaho Open Meeting Law. Secret ballots shall not be used.

SECTION D. Minutes are to be distributed to all Council members and others expressing interest in receiving them.

SECTION E. Formal decisions, directives from the Chair, and major deliberations will be reported in sufficient detail to make the intention clear. Records of attendance and reports, and the names of persons who make and second motions shall be included.

SECTION F. No member shall cast a vote on any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents or on any matter which would financially benefit such member or any organization such member represents.

SECTION G. A Council member may contract for personal and property services funded with state and local workforce development funds, provided that:

- 1) the member notifies the applicable Council in writing that a potential conflict of interest exists;
- 2) the applicable Council records the notice, along with its reasons for awarding the contract, and indicates why the award is in the public's best interest; and
- 3) the Council member, after giving proper notice, abstains from voting on any matter involving such conflict of interest.

## **ARTICLE VIII**

### **COMMITTEES**

**SECTION A.** The Council Chair and the Chairs of the Committees to the Council shall comprise the Executive Committee of the Council, whose responsibility it shall be to plan agendas for Council meetings and coordinate the work of the Council's Committees.

**SECTION B.** The Chairperson, or the Council by a simple majority vote, may appoint Ad Hoc and/or Standing Committees as deemed necessary to conduct the business of the Council.

**SECTION C.** Committees of the Council will advise and submit recommendations to the full Council.

**SECTION D.** All rules that apply to the Council shall also apply to the Committees of the Council.

## **ARTICLE IX**

### **AMENDMENT TO BYLAWS**

**SECTION A.** These bylaws may be amended or repealed at any regular meeting of the Council by a two-thirds vote, provided that copies of such amendments shall have been submitted in writing to each member at least seven (7) days before they are proposed.

**SECTION B.** These bylaws and all amendments to them are subject to the approval of the Governor.

## A. TRAVEL REGULATIONS AND PROCEDURES SUMMARY

*Prepared by Idaho Department Labor for the Workforce Development Council (WDC)*

### Privately-Owned Automobiles

The allowable reimbursement rate for mileage in a privately-owned automobile is 45.5 cents per mile. Allowable mileage shall be computed by the shortest practical route according to the latest State Highway Department maps or charts. Odometer readings are permissible only when mileage computations cannot be made from such maps or charts and must show beginning and ending readings. Applicable **parking fees** are reimbursable, with original receipts.

### Travel by Public Transportation

Transportation costs by common carrier, including bus, train, taxi\*, rental vehicle\*\*, and airline, are allowable for reimbursement. Reimbursable airline travel must be limited to coach or other normally lowest cost passage unless it is not available or, for other reasons, impractical as determined by the Director or his authorized representative. In some cases, government rates are available for this travel.

\*In Boise: Taxi fare up to \$32 round trip is allowable if shuttle service is not available to/from the airport to the meeting location.

\*\*Rental vehicles will be allowed only in unusual circumstances and require advance approval.

Council members should always ask if a government rate is available and should make reservations as far in advance as possible to get the best rate. Receipts for transportation must be attached to the Travel Form for reimbursement.

### Lodging Expenses

The actual cost of lodging plus legally applicable tax will be reimbursed. Always identify yourself as a member of the WDC when making reservations. Reimbursement will be made for Council members only; it will be the responsibility of Council members to pay any additional costs incurred for family members or guests. Receipts for all lodging must be attached to the Travel Form for reimbursement. (When Direct Billing has been arranged for your lodging, please pay any incidentals and extra person charges at checkout, and attach the hotel receipt to the Travel Form.)

### Meal Expenses

The maximum total allowable subsistence rate is \$30.00 per day. For partial days, meal expenses shall be reimbursed as follows, not to exceed the maximum per diem rate:

<u>Meal</u>	<u>Amount</u>	<u>Departure time is Before***</u>	<u>Return time is After***</u>
Breakfast	<u>\$7.50</u>	7:00 a.m.	8:00 a.m.
Lunch	<u>\$10.50</u>	11:00 a.m.	2:00 p.m.
Dinner	<u>\$16.50</u>	5:00 p.m.	7:00 p.m.

\*\*\*Departure and return times are different when the traveler is in travel status for only ONE day. Departure time is before 6:30 a.m. and return time is after 7:30 p.m.

### Telephone Calls

Council members are allowed one long distance phone call per day home, not to exceed ten minutes in length. Phone calls to their place of business deemed necessary to conduct business.

\*\*\*\*\*

Vouchers are to be submitted to **Pat Nelson, 317 W. Main, Boise, Idaho 83735-0510**. *Be sure to include your social security number, your signature, original receipts, and your time of departure and arrival back home.*

## B. TRAVEL FORM

I-61-12 Rev (07/01/12)

Page 1

### Idaho Department of Labor - Travel Authorization Request

Section I Employee Information			
NAME:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	LAST	FIRST	M.I.
SSN:	<input type="text"/>		
COST CENTER NUMBER:	<input type="text"/>		
TRAVEL DESTINATION:	<input type="text"/>	TRAVEL DATES: FROM:	TO: <input type="text"/>
		COST IS BEING REIMBURSED TO DEPARTMENT BY OTHER AGENCY	<input type="checkbox"/>
		NOT EMPLOYED BY IDAHO DEPARTMENT OF LABOR	<input type="checkbox"/>
		NOT EMPLOYED BY STATE OF IDAHO	<input type="checkbox"/>

Section II Reason for Travel	
<input type="text"/>	

Section III Appropriate Mode of Transportation			
COMMERCIAL AIRLINE	<input type="checkbox"/>	RENTAL VEHICLE	<input type="checkbox"/>
STATE VEHICLE	<input type="checkbox"/>	PRIVATE VEHICLE	<input type="checkbox"/>
OTHER / EXPLANATION	<input type="text"/>		
		WAS AN APPROPRIATE STATE VEHICLE AVAILABLE	Y <input type="checkbox"/> N <input type="checkbox"/>

Section IV Estimated Cost of Travel				
TOTAL AMOUNT	EMPLOYEE REIMBURSEMENT	DIRECT BILLED BY VENDOR	PAID WITH DEPT P-CARD	
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section V Travel Authorized By	
<input type="text"/>	<input type="text"/>
SIGNATURE OF REGIONAL OR COST CENTER MANAGER	DATE
<input type="text"/>	<input type="text"/>
SIGNATURE OF ADMINISTRATOR OR ASSISTANT DEPUTY DIRECTOR	DATE
* <input type="text"/>	
SIGNATURE OF DEPUTY DIRECTOR OR DIRECTOR	
DATE	
*Required for Interstate and International travel	

Section VI Travel Advance	
PLEASE ADVANCE THE FOLLOWING AMOUNT FOR THIS TRAVEL *	<input type="text"/>
(ADVANCE CANNOT EXCEED 95% OF THE TRIP;\$75.00 MINIMUM)	
I WILL SUBMIT A TRAVEL EXPENSE VOUCHER IMMEDIATELY UPON COMPLETION OF THE TRIP	
SIGNATURE:	<input type="text"/>
	SIGNATURE OF TRAVELER
	DATE
ADVANCE AUTHORIZED BY:	<input type="text"/>
	ACCOUNTING ADVANCE AUTHORIZATION
	DATE
ACCOUNTING USE ONLY	
DATE ADVANCE PAID: <input type="text"/>	
BATCH: <input type="text"/>	
AMOUNT: <input type="text"/>	

## EMPLOYEE INFORMATION

## TYPE= PAYMENT TYPE

COST IS BEING REIMBURSED TO DEPARTMENT

NOT EMPLOYED BY IDAHO DEPARTMENT OF LABOR

NOT EMPLOYED BY STATE OF IDAHO

## TRAVEL DETAIL

TRAVEL CERTIFICATION

HEREBY CERTIFY THAT THE EXPENSES CLAIMED ARE CORRECT AND JUST, THAT THE TRAVEL AND SUPPLIES HAVE ACTUALLY BEEN RENDERED AND RECEIVED BY THE PERSONS AND AT THE PLACES AND DATES SPECIFIED IN THE ABOVE STATEMENT, AND THAT I HAVE NOT RECEIVED PAYMENT THEREOF IN FULL FROM THE GOVERNMENT OF THE UNITED STATES OF AMERICA.

SUPERVISOR OR C.C. MANAGER

DATE \_\_\_\_\_

>>> TRAVELER MUST NOT USE THIS SPACE <<<



1



1

[illegible]